

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
APRIL 13, 2009 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:35 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Terrence Kelly, Director of Municipal Services Tim Halik, and Village resident Carol Lazarski (entered at 6:40 PM)

3. APPROVAL OF MINUTES

After reviewing the minutes from the March 9, 2009 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes, Trustee Kelly seconded the motion – motion carried.

4. REPORT – North American Salt Company – Contract for Bulk Rock Salt – 2009/10 Season

Director Halik reminded the Committee that, given the exorbitant price of rock salt within last year's State of Illinois CMS Program, the Village elected to solicit prices directly from salt suppliers through a local request for proposal process. The RFPs were distributed on March 3rd, and three vendors returned prices prior to the deadline. Halik advised that the lowest price returned was from North American Salt Company at \$77.23 per ton. Halik advised that staff has also researched the results of other local RFPs, including DuPage County, Naperville, and Lisle and has concluded that the price of \$77.23/ton received from North American Salt Company is a competitive one. Although it is unknown at this time what this year's CMS salt price will be, Halik stated that we now have the ability to save 33% over the price we paid last year by purchasing directly from North American. This would enable us to lock in at this price and obtain our necessary supply of regular rock salt within the budgeted amount for FY 09/10.

Therefore, staff would recommend that we purchase our requisite supply of rock salt directly from North American. Chairman Mistele agreed with the staff recommendation and recommended this item be taken to the Village Board. Trustee Kelly agreed and requested that the minutes reflect that the price obtained is within our budgeted amount for rock salt. Trustee Kelly expressed that staff did a good job.

5. DISCUSSION – Engineering Services for Federal Stimulus Grant Project – Plainfield Road / Route 83 Street Lighting

Director Halik advised the Committee that the Village is likely to receive nearly \$700,000 for installation of street lighting on Route 83 and Plainfield Road. However, the federal grant will not cover the cost of engineering. Staff has solicited engineering proposals from three firms, including Christopher B. Burke Engineering, which prepared the grant application documents. Halik advised that the other two firms were Gewalt-Hamilton & Associates, which did the off-site engineering work for the Town Center project, and URS, a very large engineering firm in Chicago that has significant experience. Halik advised that, at this time, URS has submitted the most attractive proposal, though staff intends to negotiate with the other firms in order to secure the best proposal. It is likely the engineering work will come in at around \$87,000. Halik

advised that based on the project schedule, the engineering work would be divided in two parts over two fiscal years: engineering design services at \$46,000 and construction oversight at \$41,000. Because the lighting project will take place on both a County Highway and a State Highway, Halik advised it is appropriate for the Village to request participation from DuPage County and IDOT to cover the costs of engineering. Halik advised that staff will request direction from the Village Board on whether they wish to include \$46,000 in the FY10 budget, and \$41,000 in FY11, or whether the Board would prefer to decline the grant and focus on the lesser Clarendon Hills Road resurfacing project for approximately \$250,000. The engineering expenses for the Clarendon Hills Road project should total less than \$10,000. Chairman Mistele asked if the \$46,000 could be expended from the MFT fund. Director Halik advised that he would confirm whether it could or not. Chairman Mistele advised that the Village should support the lighting project and staff should seek reimbursement from both IDOT and DuPage County. Trustee Kelly agreed.

6. DISCUSSION – Streetlight Maintenance Contract

Director Halik advised the Committee that The Village's contract for maintenance of streetlights is with Meade Electric Company, Inc. Staff is very pleased with the quality of services currently provided by Meade Electric. Therefore, staff has asked Meade whether they would consider a contract extension for a subsequent season, and if so, to provide a price proposal. Meade responded that although the cost of the products, such as bulbs, fuses, and other electrical equipment, have risen, to keep the contract with the Village they would agree to a one-year contract extension and would not seek a rate increase. Therefore, the rates we would pay for the 09/10 season would be the same as the 08/09 season. Halik advised that staff recommends that we waive the competitive bidding process and award a one-year contract extension to Meade Electric Company, Inc. at the same price as the 2008 season. This item has also been placed on the agenda for consideration at tonight's regular Village Board meeting. Chairman Mistele indicated that he was fine with awarding a contract extension to Meade Electric and reminded staff to obtain an updated Certificate of Insurance from Meade. Trustee Kelly agreed.

7. DISCUSSION – Village-Wide Spring Brush Collection Program

Director Halik advised the Committee that the annual Spring Brush Collection Program is scheduled to occur between May 11th and May 15th. Staff drafted the usual request for proposal document and has sent it out to reputable tree maintenance contractors. Halik advised that the deadline to submit a completed RFP is Tuesday, April 21st at 12:00 Noon. Halik advised that staff's recommendation to accept a proposal would be considered at the April 27th meeting of the Board of Trustees. The Committee agreed with the proposed schedule for the project.

8. DISCUSSION – Municipal Services Department

Director Halik advised that the monthly department permit activity report for March, along with the water system pumpage report, was included in the agenda packet for information.

9. VISITOR'S BUSINESS

(none)

11. ADJOURNMENT

Motion to adjourn made by Chairman Mistele, and seconded by Trustee Kelly. The meeting was adjourned at 6:58 PM.

(Minutes transcribed by: Tim Halik 06/05/09)